

State Historic Preservation Office

Supplemental Certified Local Government Grant Program Guidelines

July 2013

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Supplemental Certified Local Government Grant Overview

The State Historic Preservation Office (SHPO) offers matching, reimbursement Supplemental Certified Local Government Grants to Connecticut municipalities that have been formally designated as Certified Local Governments by the National Park Service of the U.S. Department of the Interior (See Appendix A), to be used for a variety of historic preservation planning purposes.

Supplemental Certified Local Government Grants are funded by the Community Investment Act. "*The Community Investment Act*" (also known as Public Act 05-228) was signed into law on July 11th, 2005. The Act provides increased funding for open space, farmland preservation, historic preservation and affordable housing.

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Historic Resources Inventories do not require a match and reimbursement can be made in 2 interim and 1 final payment.

All work must be completed by a consultant who meets the Secretary of the Interior's Professional Qualifications Standards as published in the Code of Federal Regulations, 36 CFR Part 61. The use of state and/or federal funds requires an open bidding process. Project consultants cannot be pre-selected and any potential consultants cannot play any role in the design of the project or application.

Applicants:

Eligible applicants are strictly limited to municipalities that have been formally designated as Certified Local Governments by the National Park Service of the U.S. Department of the Interior. Municipalities that are interested in the Certified Local Government program should contact Mary Dunne, Local Government Grants Coordinator of the DECD, at telephone 860-256-2756 or mary.dunne@ct.gov.

No agency or organization can act as a fiscal agent to receive or disburse Supplemental Certified Local Government Grant Funds

What We Fund:

The following are examples of initiatives, projects or programs that would qualify for funding. This is intended as guidance to assist in the development of an appropriate application:

Historic Designation Reports

Supplemental Certified Local Government Grants can be used to fund a variety of historic designation reports including:

- National Historic Landmark Nominations
- National Register of Historic Places Nominations
- Connecticut State Register of Historic Places Nominations
- Local Historic District or Properties Reports

Historic Designation Reports are completed by an Architectural Historian or a Historian who meets the Secretary of the Interior's Professional Qualifications Standards as published in the Code of Federal Regulations, 36 CFR Part 61.

Municipal Historic Preservation Planning Reports

Historic Preservation Planning Reports can assist a municipality with integrating historic preservation and a community's cultural resources into the local planning and design process. These plans can be used to assist in developing reports that involve land use, streetscapes, traffic, and signage. These reports can also be developed to assist a municipality in creating historic preservation plans or chapters of a plan of conservation and development. An analysis of the physical, social, and economic characteristics of the area serves as a basis for recommendations which may include rehabilitation guidelines, overlay zoning or historic designations. Municipal Historic Preservation Planning Reports should be completed by a Historic Preservation Planner; however other consultants may be used with approval from SHPO.

All projects must be publically bid according to State Regulations and Procedures and all consultants must be approved by SHPO prior to the award of the contract.

Pre-Development Studies

Supplemental Certified Local Government Grants can be used to hire a qualified consultant to complete pre-development studies on historic resources owned by the CLG, Connecticut 501(c)3 or 501(c)13 nonprofits or municipalities, or if the CLG has an interest in the resource.

The role of the resource in any current or future preservation planning of the town must be indicated in the narrative. Eligible activities in this program area include:

- **Historic Structures Reports-** document the history and existing physical condition of a property through research, photographs, physical exploration, etc. The report also provides guidance for the future use, repair, maintenance, etc. of the property. These reports are completed by a 36 CFR Part 61 qualified Historical Architect or an engineer.
- **Feasibility or Adaptive Reuse Studies-**analyze the reuse potential of an existing building and identifies possible new uses, financial strategies, and cost estimates. A feasibility or adaptive reuse study may include preliminary architectural plans completed by a 36 CFR Part 61 qualified Historical Architect.
- **Structural Soundness Studies-**assess a structure's physical stability. Structural Soundness Studies are conducted by a structural engineer.
- **Condition Assessment Reports-**assess a resource's current, existing conditions on a comprehensive basis. Condition assessments can be prepared for a variety of resources including buildings, monuments, objects, bridges, etc. A condition assessment will prioritize the work necessary to rehabilitate or restore a property and will also include cost estimates and/or a proposed budget. These reports include a discussion on building materials, failure of those materials, code violations, and ADA accessibility. For reports on buildings, the condition assessment should be prepared by a 36 CFR Part 61 qualified Historical Architect.
- **Architectural Plans and Specifications-**must meet the Secretary of the Interior's Standards for the Treatment of Historic Properties and be prepared by a 36 CFR Part 61 qualified Historical Architect or an engineer. If the applicant is planning on using the plans and specifications for a Historic Restoration Fund grant application, the documents should be prepared to Design Development Level.

Historic Resources Inventories

Historic Resources Inventories create detailed records of historic buildings, sites, structures, and/or objects within a defined geographical area or multiple resources related to a theme throughout the state. These documents are based on archival research, field work, and photography. The Historic Resources Inventories must be completed by a consultant who meets the Secretary of the Interior's Professional Qualifications Standards as published in the Code of Federal Regulations, 36 CFR Part 61. In most cases this will be an Architectural Historian.

Eligible Expenses for Historic Resources Inventories

Only project specific expenses are eligible toward the grant. This includes:

- Consulting Fees
- Administration (up to 15% of grant award)
- Printing
- Postage
- PDF and GIS Formatting

Other expenses may be eligible toward the grant; however any expenses must be pre-approved by SHPO.

Public Education and Awareness

- State Archaeological Preserve booklets that present well-illustrated and informative text on a designated preserve for the general public to encourage participation in efforts to preserve the designated resource.
- Historic preservation public education events or publications
- Historic district commission training
- Development and publication of design review guidelines
- Exhibit, website, virtual tour, brochure or poster that would highlight Historic Preservation Month (May), Connecticut Freedom Trail Month (September) or Archaeology Awareness Month (October)
- The "architectural history" portion of a town major anniversary celebration (e.g 350th).

Promotion

- Historic preservation publications, including books, brochures, and magazine features
- Town or local non-profit website development or updates to promote historic preservation and architectural history

- Heritage tourism materials, including mobile applications, that emphasis historic preservation
- Walking tours of historic districts
- historic preservation awards program honoring property owners for appropriate restoration
- Historic Preservation Month (May) activities.

Outreach

- Workshops that provide technical assistance to owners of historic properties
- Public presentations on local historic preservation issues and tools
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Visioning

- Charrettes or other team-approach activities that use public/private/non-profit collaboration to find solutions to local preservation issues
- Publications that result from preservation problem-solving activities
- Preservation “tool kits” that can provide a roadmap with resources to help local communities identify and protect their local resources

Other

- Computer indexing of surveyed historic properties;
- Archaeological Surveys at the reconnaissance or intensive level;
- Outdoor Sculpture Condition Assessment Reports and Conservation Reports;
- Website development on local historic preservation activities;
- posting historic architectural resource inventory information on publicly accessible website
- publishing historic resource surveys in a manner appropriate for the general public

All projects must be publically bid according to State Regulations and Procedures and all consultants must be approved by SHPO prior to the award of the contract.

Ineligible Activities and Costs:

- Costs incurred prior to the contract start date
- Costs incurred after to the contract expiration date
- Acquisition of real estate
- Archaeological salvage
- Capital expenses
- Construction, restoration, rehabilitation
- Court actions
- Curation
- Equipment purchase
- Fines or penalties
- Fundraising efforts
- General operating expenses
- Hospitality expenses including food, beverages, entertainment
- Interest payments
- Interpretive expenses
- Lobbying activities
- Nonconformance with the Secretary of the Interior's Standards for the Treatment of Historic Properties
- Projects already underway
- Political contributions
- Regranting
- Scholarships
- Software acquisition
- Travel

Only project specific expenses are eligible toward the grant.

Application Information

Applications are due by the 10th of each month. All complete applications will be reviewed by SHPO staff and considered for funding. Once an application is reviewed, SHPO will contact the applicant with any questions or to request points of clarification.

If the application is complete, applicants will be asked to make a presentation to the Historic Preservation Council who votes to recommend the awards of grants. The Historic Preservation Council meets the first Wednesday of each month. The Historic Preservation Council votes to recommend the award to the Advisory Committee on Culture and Tourism who ultimately awards the grant.

Please visit our website for the Certified Local Government Grant application.

Selection Process

The following criteria are the basis for the review of Supplemental Certified Local Government Grant applications:

- Clear narrative describing the proposed project
- Ability of the product to have a positive impact on local historic preservation efforts
- Thoroughness and appropriateness of the project budget
- Feasibility of the product's/program's success
- The benefit of the project to the town, if the property is not owned by the municipality
- Evidence that the product will do one or more of the following:
 - a. Inventory and survey the state's cultural resources
 - b. Encourage new awareness of historic preservation at the local level
 - c. Expand the scope of current public education outreach
 - d. Produce written or website materials for property owners and/or town officials
 - e. Nomination of historic resources to the State or National Registers of Historic Properties
 - f. Produce high-quality pre-development documents

Grant Administration

Once a grant is awarded by the Advisory Committee on Culture and Tourism, SHPO will send the grantee an Assistance Agreement between DECD and the grantee. These contracts must be signed and returned to SHPO within 30 days. Grantees are required to credit SHPO and the Supplemental Certified Local Government Grant program in all print, audio, video, internet and publicity materials. As stated above, eligible expenses must be pre-approved by SHPO.

SHPO has the right to withhold, reduce, or cancel grants if the grantee:

- Owes a final report from a previous SHPO grant
- Fails to comply with the terms of the grant contract
- Demonstrates inadequate financial management or oversight
- Does not properly credit SHPO's support
- Experiences significant changes in programs or services
- Cancels or suspends a grant funded project

Request for Reimbursement

As stated above, with the exception of Historic Resource Inventories, all Supplemental Certified Local Government Grants are one-time reimbursement grants. Once the project is complete, a close-out package must be submitted to SHPO for review and approval. Upon approval, SHPO will submit a grant reimbursement request to the DECD Office of Financial Administration.

Grant Cancellations

SHPO has the right to withhold, reduce or cancel grants if an organization:

- Fails to comply with the terms of the grant contract
- Does not start a project within 90 days of the grant contract execution
- Demonstrates inadequate financial management or oversight
- Does not properly credit SHPO support
- Experience significant changes in the scope of work
- Completes work without prior approval of SHPO
- Experiences significant delays in the grant project

If you have questions regarding the Supplemental
Certified Local Government Grant-Historic Preservation
Planning program please contact Mary Dunne at
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APPENDIX A: Connecticut CLGS AS OF JULY 2013

Berlin	Simsbury
Bridgeport	Southbury
Brookfield	Stamford
Canton	Suffield
Chaplin	Tolland
Clinton	Vernon
Colchester	Waterford
Colebrook	Westport
Danbury	Windham
East Hartford	Windsor
East Lyme	Woodbury
Fairfield	Woodstock
Glastonbury	
Greenwich	
Groton	
Guilford	
Hamden	
Harwinton	
Hebron	
Killingly	
Ledyard	
Lyme	
Milford	
New Fairfield	
New Haven	
New London	
New Milford	
Norwich	
Old Lyme	
Orange	
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Canton	Suffield
Chaplin	Tolland
Clinton	Vernon
Colchester	Waterford
Colebrook	Westport
Danbury	Windham
East Hartford	Windsor
East Lyme	Woodbury
Fairfield	Woodstock
Glastonbury	
Greenwich	
Groton	
Guilford	
Hamden	
Harwinton	
Hebron	
Killingly	
Ledyard	
Lyme	
Milford	
New Fairfield	
New Haven	
New London	
New Milford	
Norwich	
Old Lyme	
Orange	
Plymouth	
Ridgefield	
Roxbury	
Salisbury	